

LESSON 19: Requesting an ICTB at the Gaining Facility or Unit

Background: CCQAS 2.8 enables a CC/MSSP/CM at the gaining facility or unit to request an ICTB transaction be initiated for the Provider, using the Broadcast Messages function.

Objective: To practice requesting an ICTB for a fictitious Provider.

Exercise:

Step 1: Log on to CCQAS as the gaining facility or unit CC/MSSP/CM, using the userid and password supplied to you. (For this exercise, swap CC/MSSP/CM userid and password with a neighbor who is using a UIC different than yours):

Step 2: From the Credentialing main menu, select “Provider Search.” The “Credentials Provider Search” screen will be returned. Enter your provider’s **Last Name** and **First Name**, select the **Provider Locator** radio button [located in the Action section on the right-hand side of the screen]. Click <**Search**>.

Step 3: On the “Provider Locator” tab, identify your Provider from among the list of Providers. From the hidden menu of actions for the Provider, click “Request ICTB.” A “Broadcast Message” window will display.

Step 4: Enter *today’s date* as the **ICTB Begin Date:** and *seven days from today’s date* as the **ICTB End Date:** and click <**Send**>. A confirmation message will be returned, indicating that the request was sent. Click <**OK**>.

Note: As a result of this action, the system will send a “Broadcast Message” to the sending (parent) facility or unit. The responsibility for initiating the ICTB transaction still remains with the sending (parent) facility or unit.

Step 5: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

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